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TAB C

FUNCTIONAL PROCESSES
WORK MEASUREMENT ANALYSIS
BASED ON MONTHLY ESTIMATED AVERAGE WORKLOAD

SEARCHING

Applicant Cases & Reinvestigations

250 cases x 1 hour per case = 250 hours per month required.
 $250 \text{ hours} \div 160 \text{ hrs. (working hrs. of 1 person per month)} =$
1.6 persons.

Contact, Contract & Alien Cases

434 cases x 9 minute average per case = 3906 minutes per month required.
 $3906 \div 9600 \text{ minutes per working month} =$.4 persons.
(Note: Step 1 in flow chart requires 4 minutes, step 2 requires 10 minutes - 50% of cases also require step 2 or an average of 9 minutes is required to search a case)

Name Checks

2700 cases x 2 minutes per case = 5400 minutes per month required.
270 cases x 10 minutes per case = 2700 minutes per month required.
TOTAL $8100 \div 9600 \text{ minutes per working month} =$.84 persons.

Total persons required for searching 2.84 or
3 persons

TYPING

Cases - Applicant - 250
 Contacts - 300
 Contracts - 64
 Alien - 70
 Name Check - 126
 TOTAL $810 \times 3.5 \text{ minutes per case equals}$
 2835 minutes required per month.
Other Cases $200 \times 20 \text{ minutes per case equals}$
 4000 minutes required per month.
Summaries, abstrs. etc. 2000 cards x 3 minutes per card equals
 6000 minutes required
TOTAL $12835 \text{ minutes required for typing}$
 per month.

$12835 \div 9600 \text{ minutes per working month} =$ 1.33 or
2 persons

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FILING

Filing new cases - 1004 x 2 minutes each = 2008 minutes per month
Pulling cases, locate cases, etc. - 150 per day x 20 days = 3000
per month. 3000 x 5 minutes average per case =

15,000 minutes per month

Filing reference cards 8000 per month x 1 minute =

8000 minutes per month

TOTAL

25,008 minutes per month

25,008 ÷ 9600 minutes per working month = 2.6 or

3 persons

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